



Standards & Assessment

CAHSEE Notes

California Department of Education
Jack O'Connell, State Superintendent of Public Instruction

June 2005

Reminder for September 2005 Administration

The deadline to order materials for the September 2005 administration of the *California High School Exit Examination (CAHSEE)* is July 18, 2005, at 5:00 p.m. Administration questions regarding the *CAHSEE* should be directed to Educational Testing Service (ETS), the contractor for the administration of the *CAHSEE*, at (800) 241-5687.

2005–06 Test Scheduling and Designation Survey

To help districts plan their 2005–06 *CAHSEE* administrations, *Guidelines for Scheduling CAHSEE Administrations for the 2005–2006 School Year* is posted on the California Department of Education (CDE) Web site at <http://www.cde.ca.gov/ta/tg/hs> under "Administrative Documents." Please note that only grade twelve students are permitted to take the exam in successive administrations.

In late May, ETS sent an e-mail survey to all district test coordinators requesting their *CAHSEE* testing schedules for the 2005–06 school year. The completion of this survey will assist ETS in planning for the appropriate quantity of test materials for the school year. Please respond to this survey by July 15, 2005.

Excess Ordering of Test Materials (Booklets and Answer Documents)

During recent *CAHSEE* administrations, ETS has experienced an increased number of school districts ordering excess test materials, which means that more school districts are ordering materials they are not fully using during the scheduled *CAHSEE* administrations. To ensure the most efficient use of testing resources, districts must attempt to accurately estimate the number of test booklets needed to fulfill the needs of their students. ETS will provide additional training workshops prior to the November ordering window to offer suggestions to help school districts estimate their test material requirements. In addition, ETS will notify CDE of the districts that are using less than 85 percent of standard test booklets ordered and/or less than 50 percent of special versions ordered.

Study Guides Reprint

CDE is reprinting the *CAHSEE* study guides for next school year's grade ten students. The study guides will be distributed to school districts in August or September. In early August, district test coordinators will receive further information regarding delivery dates.

Spanish Translations Now Available

In February, the assistance packet *Reporting Individual Student Results for the 2004–05 School Year* was posted to the CDE Web site at <http://www.cde.ca.gov/ta/tg/hs>. A Spanish translation of a portion of this assistance packet is now available on the CDE Web site. The following materials are available in Spanish:

- *Facts about the California High School Exit Examination (CAHSEE)*
- *Questions and Answers for Parents/Guardians*
- Sample Cover Letter
- Sample Student and Parent Reports

Parent/Guardian Notification Packet Soon Available

Beginning in grade nine, students and their parents or guardians must receive written notice of the CAHSEE requirement from their school districts. This notice must be provided at the beginning of the school year. In July, CDE will release *Notifying Parents and Guardians for the 2005–06 School Year* to assist school districts in providing this notification. This assistance packet, which will be posted to the CDE Web site, will include a sample notification flyer and suggestions for informing students and their parents or guardians about the CAHSEE. In September, a Spanish translation of the parent documents in this assistance packet will be released.

Human Resources Research Organization Instruction Study

Since 2000, the Human Resources Research Organization (HumRRO) has conducted an independent evaluation of the quality and impact

of the CAHSEE. CDE has recently contracted with HumRRO to conduct a study of high school and middle school instruction as it relates to the knowledge and skills required to pass the CAHSEE. This study will:

- Document the availability and effectiveness of instruction in CAHSEE content.
- Identify effective strategies, for all students or for targeted student populations, that could be more widely adopted.
- Develop recommendations for further improvements in instruction, particularly for groups of students who are more severely impacted by the CAHSEE requirement.

In an effort to ensure that results from the study are representative of the state, HumRRO has included in this study every district with CAHSEE scores. The final report from this study will be available September 30, 2005.

Adult Education Questions and Answers

Will adult students be required to pass the CAHSEE?

Adult students will be required to pass the CAHSEE to receive a public high school diploma if they are enrolled in an adult school that is operated by a public school district. This includes adult students who attend a community college that is offering a high school diploma through a public school district. The CAHSEE regulations define “school district” as “... unified and high school districts, county offices of education, any charter school that for assessment purposes does not elect to be part of the school district or county office of education that granted the charter, and any charter school chartered by the State Board of Education.”

When will adult students be required to pass the CAHSEE?

Adult students will be required to pass the CAHSEE to receive a 2006 or later diploma. Beginning with the 2006 diploma, there is no exception to the requirement to pass the CAHSEE to receive a public high school diploma.

Who is responsible for coordinating CAHSEE testing for an adult student?

The testing coordinator for the public school district that is offering the high school diploma through an adult education program is responsible for coordinating CAHSEE testing for all students enrolled in the school district, including all adult students. This includes, but is not limited to, ordering test materials, training test administrators, and returning test materials to the test contractor.

How many opportunities must adult students be given to take the CAHSEE each year?

Adult students shall be given up to two opportunities to take the CAHSEE each school year, but may not take the CAHSEE in successive administrations. Students may only retake the part(s) of the CAHSEE not previously passed.

More Information...

Additional information about the CAHSEE is available on the CDE Web site at <http://www.cde.ca.gov/ta/tg/hs>. Questions about the CAHSEE can be directed to CDE's CAHSEE Office at (916) 445-9449.